



### HARRIS COUNTY FIREFIGHTERS ASSOCIATION

<b>Job Title:</b>	Regional Training Officer	<b>FLSA Category:</b>	Exempt
<b>Department:</b>	Harris County Firefighters Assoc.	<b>Reports to:</b>	Assistant Training Coordinator
<b>Division:</b>	Training Division	<b>Travel Required:</b>	Yes
<b>Salary Range:</b>	Volunteer	<b>Position Type:</b>	Volunteer

#### Job Description

##### ROLE AND RESPONSIBILITIES

- Coordinate training events within his/her designated regions as assigned.
- Coordinate, tack, and compile information from multiple departments within a designated region.
- Communicate information from the region’s departments to the Assistant Training Coordinator.
- Instructing and/or coordinating classes within the designated region.
- Duties as an instructor within designated region.
- Must have certification equivalent to subject of instruction
- Understand and apply methods of teaching
- Keep all documents and records pertinent to the position or organization regularly updated.
- Manage large and small-scale training events within the individual’s region of responsibility.
- Other duties as assigned by the Assistant Training Coordinator

##### QUALIFICATIONS AND EDUCATION REQUIREMENTS

###### EDUCATION

High school diploma or general education diploma.

###### TECHNICAL CERTIFICATIONS

- Texas Commission on Fire Protection Certifications:
  - Intermediate Firefighter
  - Instructor 1
  - Field Examiner
  - Preference given to multiple certifications

###### PREFERRED SKILLS

###### LANGUAGE SKILLS

Ability to read, write, and comprehend the English language.

###### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

###### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

###### INTERPERSONAL

Demonstrates effective customer service skills and the ability to work in a team environment.



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### **TECHNOLOGICAL ABILITEIS**

Have a general knowledge of typical software and computers utilized during methods of instruction such as Microsoft Word, Excel, PowerPoint, and e-mail services.

### **ADDITIONAL NOTES**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand, walk, sit, climb or balance; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the firefighter is exposed to the elements of fire and weather.

*The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to the classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment. Harris County Emergency Services District 10 reserves the right to modify job descriptions, policies or any other procedural documents at any time, for any reason without prior notice.*

### **TIME MANAGEMENT**

Ability to budget time effectively, prioritize tasks or objectives, or and manage time effectively.

### **ORGNIZATION**

Ability to effectively plan for large or small scale events. The applicant must maintain effective document organizational skills and have the ability to keep accurate records.

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HCFFA Board Approval:		President or designee	Date:	